

ACCESSIBILITY SURVEY FORM

Service Center Name:

Address:

Telephone:

DC Name:

CED Name:

RD Name:

Names of Surveyors:

FSA Representative:

NRCS Representative:

RD Representative:

Date of Survey:

Section 1: Parking

Total Parking Spaces in Area/Lot:

Number of Accessible Parking Spaces:

Accessible Parking Spaces Requirements (4.6, 4.1)

Total Number of Parking

Spaces In Lot

1 to 25

26 to 50

51 to 75

76 to 100

Required Minimum Number of

Accessible Parking Spaces

1

2

3

4

| Section | Item | Technical Requirements | Comments | Y/N/NA |
|----------------------------|--|--|----------|--------|
| 4.1.2 4.6.1 | Number - Accessible Parking Spaces | Where parking spaces are provided for self-parking by employees or visitors, are the required number of accessible parking spaces provided? | | |
| 4.6.3 IAC Sect. 400.310 | Parking Spaces and Access Aisles | Are the Accessible parking spaces at least 16' wide, including an 8' wide, diagonally striped access aisle? Adjacent parking spaces shall not share a common access aisle. (This width complies with the requirements for van accessibility as well as car.) | | |
| 4.6.4 | Signs – Accessible Parking Spaces | Does each accessible parking space have a vertical sign, which is unobscured by a parked vehicle, showing the International Symbol of Accessibility? | | |
| IAC Sect. 400.310 (r)(1) | Placement of Signs | Are signs vertically mounted on a post or wall at front center of parking space, no more than 5' forward of the space, and set at least 4' from the ground to the bottom of the sign? | | |
| 4.6.2 4.5.1 | Location – Serving Accessible Entrance | <ol style="list-style-type: none"> Are accessible parking spaces on the shortest accessible route of travel from the building's accessible entrance? Are the accessible spaces and route on firm, slip-resistant surfaces like asphalt or cement. (Gravel is unacceptable since it does not provide sufficient traction and it increases the likelihood of accidents.) | | |
| 4.6.3 | Level | Are the accessible parking spaces and access aisles level with no slope greater than 1:50 (2%) in all directions. (this means that a curb ramp cannot project into the access aisle). | | |

Section 1: Additional Notes/Comments:

Section 2: Curb Ramps

| Section | Item | Technical Requirements | Comments | Y/N/NA |
|----------------------|---------------------------|--|----------|--------|
| 4.7.1 | Curb Ramp - Location | Is there a curb ramp wherever an accessible route crosses a curb? | | |
| 4.7.2 4.8.2 | Slope: New Construction | Is the slope of the curb ramp 1:12 or less in new construction? | | |
| 4.1.6(3)(a) 4.8.2 | Slope: Existing Buildings | Are curb ramps on existing buildings (where space limitations prohibit the use of a 1:12 slope) between 1:10 and 1:12 with a maximum rise of 6 inches. A slope of between 1:8 and 1:10 is allowed for a maximum rise of 3 inches. A slope steeper than 1:8 is not allowed. | | |
| 4.7.2 | Transition | Is the transition from the curb ramp to the walkway and to the road or gutter flush and free of abrupt changes? | | |
| 4.7.3 | Width | Is the width of the curb ramp, not including the flared sides, at least 36 inches? | | |
| 4.7.4 4.5.1 | Surface | Is the surface of the curb ramp stable, firm and slip resistant? | | |
| 4.7.8 | Parked Vehicles | Are curb ramps located or protected so that they will not be obstructed by parked vehicles? | | |
| 4.7.6 4.6.3 | Built-up Curb Ramps | Are built-up curb ramps located so that they do not project into vehicular traffic lanes or parking access aisles? | | |
| 4.7.5 | Side Flares | If the curb ramp is located where pedestrians must walk across it or where it is not protected by handrails or guard rails, does it have flared sides? | | |
| 4.7.5 | Side Flare Slope | Do these flared sides have a slope of 1:10 or less? | | |

Section 2: Additional Notes/Comments:

Section 3: Ramps

Definition: Slope is given as a ratio of the height to the length. 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, at least one foot of ramp length is needed for each inch of height.

| Section | Item | Technical Requirements | Comments | Y/N/NA |
|-----------------|--------------------|--|----------|--------|
| 4.8.2 | Running slope | Is the ramp slope 1:12 or less? If space limitations prohibit the use of a 1:12 slope or less on existing structures the ramp may have slopes and rises as allowed in 4.1.6 (3) (a), a slope between 1:10 & 1:12 for a maximum rise of 6 inches. | | |
| 4.8.6 | Cross Slope | Is the cross slope of the ramp surface no greater than 1:50 | | |
| 4.8.2 | Max. rise | Is the rise for any run a maximum of 30 inches? | | |
| 4.8.6 | Surface | Is the ramp surface stable, firm and slip-resistant? | | |
| 4.8.3 | Clear Width | Is the clear width (between handrails) of the ramp at least 36 inches? | | |
| 4.8.4 | Landings | Is there a level landing at the top and bottom of each ramp and each ramp run? | | |
| 4.8.4 | Landing Size | Is each landing at least as wide as the widest ramp leading to it, and at least 60 inches long? | | |
| 4.8.4 | Landing Direction | If ramps change direction at landing, is the landing at least 60 x 60 inches in size? | | |
| 4.8.7 | Edge Protection | If a ramp or landing has a drop off, does it have a minimum 2 inch curb, a wall, railings, or projecting surfaces which prevent people from falling off? | | |
| 4.8.5 | Handrails | If the ramp rises more than 6 inches or is longer than 72 inches, does it have a handrail on each side? (Handrails are not required on curb ramps). | | |
| 4.8.5(5) | Handrail Height | Is the top of the handrail between 34 and 38 inches above the ramp surface? (A handrail height of between 30-34 inches may be acceptable for buildings built prior to January 26, 1993). | | |
| 4.8.5 4.26.2 | Handrail Diameter | Is the handrail diameter between 1-1/4 and 1-1/2 inches? | | |
| 4.8.5 | Handrail Placement | Is the handrail at least 1 1/2 inches from the wall? | | |
| 4.8.5 | Handrail Extension | At ends of handrails, are there at least 12 inches of handrail, parallel to the floor or ground surface, extending beyond the top and bottom of the ramp segment? | | |
| 4.13.6 | Doors | If the door at the top of the ramp platform opens outward is the platform at least 5' x 5'? | | |
| 4.13.6 | Doors | If the door at the top of the platform opens inward, is the platform at least 5' long and as wide as the ramp? | | |

Section 3: Additional Notes/Comments

Section 4: Building Entrances

The “closed fist” test for handles and controls: Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

| Section | Item | Technical Requirements | Comments | Y/N/NA |
|---------------------------|------------------------|--|----------|--------|
| 4.13.8 | Thresholds at Doorways | Is the threshold edge ½ in. high or less? | | |
| 4.14.1 4.1.2 | Accessible Route | Within the boundaries of the site is the accessible entrance connected by an accessible route to existing public transportation stops, accessible parking and passenger loading zones, and to public streets or sidewalks? | | |
| 4.13.4 4.13.5 | Entrance Door | Does the entrance door have at least 32 inches clear opening? If the door has two independently operated door leaves, at least one leaf should provide an accessible opening. | | |
| 4.13.6 | Door Access | Is there at least 18” clear floor space on pull side of door for a distance of at least five feet? | | |
| 4.13.6 | Door Access | Is there at least 4’ straight approach on push side of door? | | |
| 4.13.7 | Doors in Series | Do doors in series have at least 4’ plus width of door (7’ clear overall) between them? | | |
| 4.13.9 | Door handle | Is the door handle no higher than 48 inches & push/pull type or lever operated? | | |
| 4.13.11 IAC 400.310 | Door Opening Force | Can doors be opened without too much force (exterior doors 8.5lbf maximum; 5 lbf for interior doors)? | | |
| 4.13.10 | Door Closer | If the door has a closer does it take at least 3 seconds to close? | | |

Section 4: Additional Notes/Comments:

Section 5a: Restrooms

Women's Restroom

I this a designated unisex restroom? Yes____ No____

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

| Section | Item | Technical Requirements | Comments | Y/N/NA |
|-------------------------------------|----------------------|--|----------|--------|
| Restroom Accessibility/Doors | | | | |
| 4.22.1 | Accessible Route | Are the restrooms located on an accessible route? | | |
| 4.30.1 IAC 400.310 | Signage | Are pictograms or symbols and braille used to identify restrooms? | | |
| 4.22.2 4.13.11 | Door Opening Force | Can doors be opened easily (5 lbf maximum force)? | | |
| 4.13.5 | Door way | Is the doorway at least 32 inches clear? | | |
| 4.22.2 4.13.9 | Door Handles | Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less? Lever-type or push-pull type are acceptable and must not require grasp and twist. | | |
| Restroom Stalls | | | | |
| 4.22.2 4.13.9 | Stall Doors | Is the stall door operable with a closed fist, inside and out & at least 32" wide. | | |
| 4.17.3 IAC 400.510 | Size and Arrangement | Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing ? In existing structures, alternate stall arrangements with clear floor space of 56x60 or 36x66 may be acceptable in some cases. | | |
| 4.17.1 | Accessible Route | Is there a 36-inch-wide path to all fixtures? (except at doorways) | | |
| 4.13.6 | Restroom Doors | Is there at least 18" clear on pull side for a distance of at least five feet | | |
| 4.13.6 | Restroom Doors | Is there at least a 4' straight approach on push side? | | |
| Lavatories | | | | |
| Section | Item | Technical Requirements | Comments | Y/N/NA |
| 4.19.3 | Lavatory Approach | Is there a clear floor space 30" by 48" provided in front of lavatories to allow forward approach? | | |
| 4.19.2 | Underside of Bowl | Is the lowest point of underside of bowl at least 27" from floor finish? | | |
| 4.19.2 | Lavatory Top | Is the Lavatory top no higher than 34"? | | |
| 4.19.3 | Lavatory Extension | Does the lavatory extend at least 17" from the wall? | | |
| 4.19.4 | Pipe Insulation | Are exposed water and drain pipes fully insulated or otherwise protected? | | |
| 4.19.5 4.27.4 | Lavatory Faucets | Are the faucets approved for accessibility? i.e. ¼ turn, lever-operated, push-type, pronounced blade, or automatically controlled | | |

Section 5a: Women's Restrooms *(Continued)*

| Toilets | | | | |
|--|--------------------------------------|--|--|--|
| 4.16.3 | Toilet Seats | Is the toilet seat 17" – 19" from floor finish to top? | | |
| 4.16.2 | Toilet Placement | Is the measurement from bowl center, to the side wall where grab bar is attached exactly 18"? Is the measurement from bowl center to the nearest obstruction on the opposite side at least 18"? | | |
| ANSI 4.17.3 | Clear Floor Space | Is the clear floor space from the back wall of a standard stall where the water closet is located, forward, to the nearest obstruction at least 56" (66" if door is located directly in front of the toilet). | | |
| Grab Bars | | | | |
| 4.16.4 | Grab Bar | Is there a grab bar at least 36" in length at the rear of each accessible stall? | | |
| 4.16.4 | Side Grab Bars | Is there a 42" grab bar at the side of each accessible stall? | | |
| 4.16.4 | Grab Bar Height | Are grab bars 33" – 36" above the floor? | | |
| 4.26.2 | Size of Grab Bar | Are grab bars 1 ¼ - 1 ½ inches in diameter? | | |
| 4.26.3 | Structural Strength | Are grab bars sturdy and do not twist when used? | | |
| Urinals | | | | |
| <i>(If there's an accessible toilet, an accessible urinal is not required)</i> | | | | |
| 4.18.3 | Floor Space | If there is a urinal, is there clear floor space 30" by 48" provided in front of it to allow forward approach? | | |
| Restroom Dispensers | | | | |
| 4.16.6 | Placement | Is the toilet paper dispenser a maximum of 36" from the rear wall and a minimum of 19" above the floor? | | |
| 4.19.6 4.22.6 | Mirrors | Where mirrors are provided, are they mounted with the bottom edge of the reflecting surface no higher than 40" above the floor ? | | |
| 4.27.3 4.2.5 4.2.6 | Height of Operable Controls and etc. | Is the highest operable part of all controls, dispensers, receptacles, and other operable equipment placed at a height no higher than 48" for forward approach 54" for side approach or 44" if reach over counter is required? | | |

Section 5a: Additional Notes/Comments:

Section 5b: Restrooms

Men's Restroom

I this a designated unisex restroom? Yes____ No____

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

| Section | Item | Technical Requirements | Comments | Y/N/NA |
|-------------------------------------|----------------------|--|----------|--------|
| Restroom Accessibility/Doors | | | | |
| 4.22.1 | Accessible Route | Are the restrooms located on an accessible route? | | |
| 4.30.1 IAC 400.310 | Signage | Are pictograms or symbols and braille used to identify restrooms? | | |
| 4.22.2 4.13.11 | Door Opening Force | Can doors be opened easily (5 lbf maximum force)? | | |
| 4.13.5 | Door way | Is the doorway at least 32 inches clear? | | |
| 4.22.2 4.13.9 | Door Handles | Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less? Lever-type or push-pull type are acceptable and must not require grasp and twist. | | |
| Restroom Stalls | | | | |
| 4.22.2 4.13.9 | Stall Doors | Is the stall door operable with a closed fist, inside and out & at least 32"wide. | | |
| 4.17.3 IAC 400.510 | Size and Arrangement | Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing ? In existing structures, alternate stall arrangements with clear floor space of 56x60 or 36x66 may be acceptable in some cases. | | |
| 4.17.1 | Accessible Route | Is there a 36-inch-wide path to all fixtures? (except at doorways) | | |
| 4.13.6 | Restroom Doors | Is there at least 18" clear on pull side for a distance of at least five feet | | |
| 4.13.6 | Restroom Doors | Is there at least a 4' straight approach on push side? | | |
| Lavatories | | | | |
| Section | Item | Technical Requirements | Comments | Y/N/NA |
| 4.19.3 | Lavatory Approach | Is there a clear floor space 30" by 48" provided in front of lavatories to allow forward approach? | | |
| 4.19.2 | Underside of Bowl | Is the lowest point of underside of bowl at least 27" from floor finish? | | |
| 4.19.2 | Lavatory Top | Is the Lavatory top no higher than 34"? | | |
| 4.19.3 | Lavatory Extension | Does the lavatory extend at least 17" from the wall? | | |
| 4.19.4 | Pipe Insulation | Are exposed water and drain pipes fully insulated or otherwise protected? | | |
| 4.19.5 4.27.4 | Lavatory Faucets | Are the faucets approved for accessibility? i.e. ¼ turn, lever-operated, push-type, pronounced blade, or automatically controlled | | |

Section 5b: Men's Restrooms *(Continued)*

| Toilets | | | | |
|--|--------------------------------------|--|--|--|
| 4.16.3 | Toilet Seats | Is the toilet seat 17" – 19" from floor finish to top? | | |
| 4.16.2 | Toilet Placement | Is the measurement from bowl center, to the side wall where grab bar is attached exactly 18"? Is the measurement from bowl center to the nearest obstruction on the opposite side at least 18"? | | |
| ANSI 4.17.3 | Clear Floor Space | Is the clear floor space from the back wall of a standard stall where the water closet is located, forward, to the nearest obstruction at least 56" (66" if door is located directly in front of the toilet). | | |
| Grab Bars | | | | |
| 4.16.4 | Grab Bar | Is there a grab bar at least 36" in length at the rear of each accessible stall? | | |
| 4.16.4 | Side Grab Bars | Is there a 42" grab bar at the side of each accessible stall? | | |
| 4.16.4 | Grab Bar Height | Are grab bars 33" – 36" above the floor? | | |
| 4.26.2 | Size of Grab Bar | Are grab bars 1 ¼ - 1 ½ inches in diameter? | | |
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| Urinals | | | | |
| <i>(If there's an accessible toilet, an accessible urinal is not required)</i> | | | | |
| 4.18.3 | Floor Space | If there is a urinal, is there clear floor space 30" by 48" provided in front of it to allow forward approach? | | |
| Restroom Dispensers | | | | |
| 4.16.6 | Placement | Is the toilet paper dispenser a maximum of 36" from the rear wall and a minimum of 19" above the floor? | | |
| 4.19.6 4.22.6 | Mirrors | Where mirrors are provided, are they mounted with the bottom edge of the reflecting surface no higher than 40" above the floor ? | | |
| 4.27.3 4.2.5 4.2.6 | Height of Operable Controls and etc. | Is the highest operable part of all controls, dispensers, receptacles, and other operable equipment placed at a height no higher than 48" for forward approach 54" for side approach or 44" if reach over counter is required? | | |

Section 5b: Additional Notes/Comments:

Section 6: Interior Accessible Route

All primary areas within USDA (NRCS, RD and FSA) offices must be accessible to disabled employees and visitors who wish to go beyond the lobby or counter areas. For example, customers should be able to visit the compliance area, a loan technician or supervisor, a soil technician or the restroom. At least one accessible route of passage must link the accessible entrance of a building to all of its accessible elements. If not, the CAC must have a written plan detailing their accommodations.

Sometimes, particularly in crowded offices, movable objects like trash cans, cables, boxes and equipment protrude into accessible routes. The reason for this may simply be oversight; physically able employees may not realize that these items are in the way.

| Section | Item | Technical Requirements | Comments | Y/N/NA |
|---------|-------------------------------------|---|----------|--------|
| 4.3.2 | Accessible Route | Is there an accessible route connecting accessible entrances with all accessible elements and spaces within the building? | | |
| 4.3.3 | Width | Is the accessible route (corridors) at least 36 inches wide except at doorways? | | |
| 4.13.6 | Width when doors open into room | Are corridors with side doors opening into any space including restrooms and exits at least 48" wide? | | |
| 4.13.6 | Width when doors open into corridor | Are corridors with side doors opening into the corridor itself at least 60" wide? | | |
| 4.5.2 | Changes in Level | Are changes of level along accessible routes that exceed 1/4" beveled with a slope no greater than 1:2? | | |
| 4.13 | Doors | Does each door have a minimum clear opening of 32"? | | |
| 4.4.1 | Protruding Objects | If objects mounted to the wall (drinking fountains, telephones, stairways, etc.) have leading edges between 27 and 80 inches from the floor, do they project less than 4 inches into the pathway? (Wall mounted objects with leading edges at or below 27 inches may project any amount so long as the required clear width of an accessible route is not reduced.) | | |
| 4.5.1 | Floor Surfaces | Are the floor surfaces on accessible routes stable, firm, and slip resistant? | | |

Section 6: Additional Notes/Comments:

Section 7: Drinking Fountains

| Section | Item | Technical Requirements | Comments | Y/N/NA |
|------------------|--|---|----------|--------|
| 4.1.3(10) | Accessible Route | Is the accessible drinking fountain on an accessible route? | | |
| 4.15.5(2) | Clearance-Fountains Without knee Space | If the unit is free-standing or built-in and does not have a clear space underneath it, does it have a clear floor space alongside it at least 30 by 48 inches which allows a wheelchair use to make a parallel approach? | | |
| 4.15.5(1) | Fountains With Knee Space | If the unit is wall-or-post-mounted, is there a clear knee space between the bottom of the apron and the floor which is at least 27 inches high, 30 inches wide, and 17 to 19 inches deep? | | |
| 4.15.5(1) | Fountains With Knee Space | Does such a unit also have a clear floor space at least 30 by 48 inches perpendicular to the unit allowing a forward approach? | | |
| 4.15.2 | Spout – Height | Is the spout no higher than 36 inches from the floor? | | |
| 4.15.4 4.27.4 | Controls | Are controls mounted on the front or on the side near the front edge, and operable with one closed fist? | | |
| 4.4.1 | Protruding Objects | Is the fountain cane-detectable, located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall? | | |

Section 7: Additional Notes/Comments: